

## Due Diligence Letter Sample

Mrs. Mary Jones  
123 Main Street  
City Name, State, ZIP

Re: (Property Description or Account No.)

Our records indicate that we are holding unclaimed property in the amount of \$\_\_\_\_\_ due to the person listed above. The owner may claim this property by contacting us at the address and/or phone number listed below.

Holder Information:

Company Name

Address

Phone Number

If we do not hear from the owner before *(insert the last day that the company can remove items for refund reporting and remitting to the State)*, in accordance with Vermont unclaimed property law, these funds will be remitted to the State's Unclaimed Property Division. **After** May 1 of \_\_\_\_\_, the owner may contact the Unclaimed Property Division at 802-828-2407 to claim his/her property. The State will hold this property in perpetuity until the rightful owner or heirs claim it.

Sincerely,

(Company Contact Name)

Street Address

City, State, ZIP

**Please sign below to acknowledge ownership of the above-listed funds**

\_\_\_\_\_  
Printed Owner Name

\_\_\_\_\_  
Owner Signature/Date

Action to be taken (PLEASE CHECK ONE)

☐ Reissue Check (original is/is not enclosed)

☐ Update Account (passbook is/is not enclosed)

☐ Close Account and Send Check (passbook is/is not enclosed)

☐ Other (explain) \_\_\_\_\_